

**CLERK OF COURT,
TERREBONNE PARISH, LOUISIANA**

***Financial Report,
Internal Control and Compliance Report***

***For the year ended
June 30, 2001***

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 12/19/01



STAGNI & COMPANY, LLC

**CLERK OF COURT,
TERREBONNE PARISH, LOUISIANA**

Financial Report,
Internal Control and Compliance Report

June 30, 2001

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FINANCIAL SECTION



STAGNI & COMPANY, LLC

INDEPENDENT AUDITOR'S REPORT

Honorable I. Robert Boudreaux
Clerk of Court, Terrebonne Parish, Louisiana

We have audited the accompanying general-purpose financial statements of the Clerk of Court, Terrebonne Parish, Louisiana, a component unit of the Terrebonne Parish Consolidated Government, as of and for the year ended June 30, 2001, as listed in the table of contents. These general-purpose financial statements are the responsibility of the Clerk of Court, Terrebonne Parish, Louisiana's management. Our responsibility is to express an opinion on these general-purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general-purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general-purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the Clerk of Court, Terrebonne Parish, Louisiana as of June 30, 2001, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated October 10, 2001 on our consideration of the Clerk of Court, Terrebonne Parish, Louisiana's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Honorable I. Robert Boudreaux
Clerk of Court, Terrebonne Parish, Louisiana
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The supplemental information listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general-purpose financial statements of the Clerk of Court, Terrebonne Parish, Louisiana. Such information has been subjected to the auditing procedures applied in the audit of the general-purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general-purpose financial statements taken as a whole.

Stagni & Company

Thibodaux, LA
October 10, 2001



CLERK OF COURT
TERREBONNE PARISH, LOUISIANA
Combined Balance Sheet - All Fund Types and Account Groups
June 30, 2001

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type</u>	<u>Account Group</u>	<u>Totals</u>
	<u>General</u>	<u>Agency</u>	<u>General Fixed Assets</u>	<u>(Memorandum only)</u>
ASSETS				
Cash and cash equivalents	\$ 62,433	\$ 4,654,393		\$ 4,716,826
Investments	392,193	3,615,345		4,007,538
Accounts receivable	64,284	20,221		84,505
Due from other funds	763,544			763,544
Prepaid Expenses	45,882			45,882
Furniture, fixtures, and equipment			867,303	867,303
Total assets	<u>\$ 1,328,337</u>	<u>\$ 8,289,958</u>	<u>\$ 867,303</u>	<u>\$ 10,485,598</u>
LIABILITIES AND FUND EQUITY				
Liabilities:				
Accounts payable	\$ 13,826			\$ 13,826
Due to general fund		\$ 763,544		763,544
Unsettled deposits		7,526,414		7,526,414
Total liabilities	13,826	8,289,958		8,303,784
Fund Equity:				
Investment in general fixed assets			\$ 867,303	867,303
Fund Balance -				
Reserved for Prepaid Expenses	45,882			45,882
Unreserved - undesignated	1,268,629			1,268,629
Total fund equity	<u>1,314,511</u>		<u>867,303</u>	<u>2,181,814</u>
Total liabilities and fund equity	<u>\$ 1,328,337</u>	<u>\$ 8,289,958</u>	<u>\$ 867,303</u>	<u>\$ 10,485,598</u>

See notes to financial statements.

CLERK OF COURT
TERREBONNE PARISH, LOUISIANA

Statement of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual
Governmental Fund Type
For the year ended June 30, 2001

	Budget	Actual	Variance Favorable (Unfavorable)
Revenues			
Suits and successions transferred			
from the Advance Deposit Fund	\$ 1,230,000	\$ 1,225,260	\$ 4,740
Interest earned on advance deposits	185,000	183,205	1,795
Recording fees	660,000	664,279	(4,279)
Fees in criminal cases	225,000	227,326	(2,326)
Certified copies	240,000	246,516	(6,516)
Interest earned	23,000	22,094	906
Mortgage certificates	50,000	45,736	4,264
Court attendance	16,200	15,360	840
Cancellations	70,000	71,645	(1,645)
Marriage licenses	12,600	12,325	275
Notarial fees	1,200	630	570
Miscellaneous	121,540	116,311	5,229
Total revenues	<u>2,834,540</u>	<u>2,830,688</u>	<u>3,852</u>
Expenditures			
Current-general government			
Salaries and benefits:			
Clerk of Court	93,755	95,426	(1,671)
Deputies/Others	1,670,000	1,675,101	(5,101)
Retirement contributions	315,000	315,924	(924)
Auditing and accounting	8,000	8,000	-
EDP support and maintenance	30,000	29,424	576
Office supplies and expense	176,000	160,074	15,926
Record books and binding	-	5,960	(5,960)
Telephone	27,000	27,696	(696)
Insurance premiums	374,605	378,588	(3,983)
Travel and clerk's expenses	5,100	3,050	2,050
Other	105,000	102,424	2,576
Total current expenditures	<u>2,804,460</u>	<u>2,801,667</u>	<u>2,793</u>
Capital outlay	<u>30,000</u>	<u>22,220</u>	<u>(7,780)</u>
Total expenditures	<u>2,834,460</u>	<u>2,823,886</u>	<u>(4,987)</u>
Excess (deficiency) of revenues over expenditures	80	6,801	8,839
FUND BALANCE			
Beginning of year	1,271,704	1,307,710	123,288
End of year	<u>\$ 1,271,784</u>	<u>\$ 1,314,511</u>	<u>\$ 132,127</u>

See notes to financial statements.

**CLERK OF COURT
TERREBONNE PARISH, LOUISIANA**

Notes to Financial Statements

INTRODUCTION

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the Clerk of Court serves as ex-officio notary public, the recorder of conveyances, mortgages, and other acts; and has other duties and powers provided by law. The Clerk of Court is elected for a four-year term.

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The financial statements of the Clerk of Court, Terrebonne Parish, Louisiana have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. Reporting Entity

As the governing authority of the parish, the Terrebonne Parish Consolidated Government is the financial reporting entity for Terrebonne Parish. The financial reporting entity consists of (a) the primary government (consolidated government), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that the exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB Statement No. 14 has established several criteria for determining which component units should be considered part of the Terrebonne Parish Consolidated Government for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

**CLERK OF COURT
TERREBONNE PARISH, LOUISIANA**

Notes to Financial Statements

Note 1

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

B. Reporting Entity, Continued

1. Appointing a voting majority of an organization's governing body, and
 - a. the ability of the consolidated government to impose its will on that organization and/or
 - b. the potential for the organization to provide specific benefits to or impose specific burdens on the consolidated government.
2. Organizations for which the consolidated government does not appoint a voting majority but are fiscally dependent on the consolidated government.
3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the Clerk of Court, Terrebonne Parish, Louisiana (Clerk of Court) is fiscally dependent on the consolidated government, the Clerk of Court was determined to be a component unit of the Terrebonne Parish Consolidated Government, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Clerk of Court and do not present information on the consolidated government, the general government services provided by the governmental unit, or the other governmental units that comprise the financial reporting entity.

C. Fund Accounting

The Clerk of Court uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions and activities.

**CLERK OF COURT
TERREBONNE PARISH, LOUISIANA**

Notes to Financial Statements

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

C. Fund Accounting, Continued

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the Clerk of Court are classified into two categories: governmental (General Fund) and fiduciary (Agency Funds). These funds are described as follows:

General Fund

The General Fund (Salary Fund), as provided by Louisiana Revised Statute 13:781, is the principal fund of the Clerk of Court and accounts for the operations of the clerk's office. The various fees and charges due to the clerk's office are accounted for in this fund. General operating expenditures are paid from this fund.

Agency Funds

The Advance Deposit, Registry of Court and Qualifying Fees Account - Agency Funds account for assets held as an agent for others. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

An Account Group is not a "fund". It is concerned with only the measurement of financial position, not with the measurement of results of operations. The account group presented in the accompanying financial statements is described as follows:

General Fixed Asset Account Group - This group of accounts represents a summary of the fixed assets of the Clerk of Court. Capital expenditures are recorded as expenditures of the Salary Fund at the time of purchase and are recorded, at cost, for control purposes in the General Fixed Asset Account Group. No depreciation has been provided on general fixed assets.

**CLERK OF COURT
TERREBONNE PARISH, LOUISIANA**

Notes to Financial Statements

Note 1 **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

D. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The governmental fund is accounted for using a flow of current financial resources measurement focus. The accompanying general-purpose financial statements have been prepared on the modified accrual basis of accounting. The governmental fund uses the following practices in recording revenues and expenditures:

Revenues

Fees for certified copies, recording legal documents, marriage licenses, and commissions for services are recorded in the year they are earned. Interest income on time deposits is recorded when the time deposits have matured and the income is available.

Interest receivables are being accrued in the Advance Deposit Fund.

All other revenues are recorded when received.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

E. Prepaid Expenditures

Payments made to vendors for services that will benefit periods beyond June 30, 2001 are recorded as prepaid expenditures. These amounts are equally offset by a fund balance reserve which indicates that they do not constitute available spendable resources even though they are a component of net current assets.

**CLERK OF COURT
TERREBONNE PARISH, LOUISIANA**

Notes to Financial Statements

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

F. Encumbrances

Encumbrances accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies recorded in order to reserve that portion of the applicable appropriation, is not employed by the Clerk of Court.

G. Budgetary Practices

Prior to the beginning of each fiscal year, the Clerk of Court prepares and approves a formal budget for the General Fund based upon estimated revenues and proposed expenditures for the coming year using the modified accrual basis of accounting. The proposed budget is published in the official journal of the Parish of Terrebonne and is presented to the public for review and inspection, after which it is finalized and adopted by the elected Clerk of Court of Terrebonne Parish. A certified copy of the budget is then filed with the Chief Executive or Administrative Officer of the Terrebonne Parish Consolidated Government. Any amendments to the budget are published in the Clerk of Court's official journal. Budgetary integration is employed as a management tool.

H. Cash and Cash Equivalents

Cash includes amounts in demand deposit, interest bearing demand deposits, and money market accounts. Cash equivalents include time deposits maturing within 90 days. Under state law, the Clerk of Court may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana. All interest income is recorded when earned.

**CLERK OF COURT
TERREBONNE PARISH, LOUISIANA**

Notes to Financial Statements

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

I. Investments

Investments are limited by Louisiana Revised Statute 25 33:2955 and the Clerk of Court's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities of investments are 90 days or less, they are classified as cash and cash equivalents. The Clerk's investments consist of time deposits with maturities between 91 and 270 days.

J. Compensated Absences

The employees of the Clerk of Court are allowed a fixed number of days for vacation and sick leave each year. This policy does not provide for the accumulation or vesting of leave. Accordingly, the Clerk of Court has recorded no accrual for employee leave benefits.

K. Fund Equity

Reserves - Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

Designated Fund Balances - Designated fund balances represent tentative plans for future use of financial resources.

L. Clerk's Fees Transferred from Advance Deposit Agency Fund

These fees represent revenue to the Clerk of Court earned from everyday operations such as copying and faxing for litigants. These fees are collected by a transfer of litigant's money deposited in the Advance Deposit Fund to the Salary Fund.

**CLERK OF COURT
TERREBONNE PARISH, LOUISIANA**

Notes to Financial Statements

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

M. Interest Earned on Advance Deposits

The Clerk of Court transfers interest earned on the investments of the Advance Deposit Fund to the Salary Fund to be utilized by the Salary Fund in its operations. The amount transferred during fiscal year 2001 was \$183,205. In those cases where the physical transfer of assets has not taken place as of year-end, or where repayment is expected, these amounts are accounted for through the various due to and due from accounts.

N. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

O. Total Column on Combined Balance Sheet

The total column on the combined balance sheet is captioned "Memorandum Only" (overview) to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**CLERK OF COURT
TERREBONNE PARISH, LOUISIANA**

Notes to Financial Statements

Note 2 CASH, CASH EQUIVALENTS, AND INVESTMENTS

At June 30, 2001, the Clerk of Court has cash, cash equivalents, and investments (time deposits maturing after 90 days) as follows:

	Balances	
	Book	Bank
Interest bearing demand deposits	\$4,166,476	\$ 4,154,313
Non-interest bearing demand deposits	550,349	771,063
Money market accounts	985,695	985,695
Certificates of Deposit	3,015,000	3,015,000
Interest Savings	6,369	6,369
Other	475	
Total	\$ 8,724,364	\$ 8,932,440

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must, at all times, equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the Clerk of Court in a holding or custodial bank that is mutually acceptable to both parties.

The deposits (collected bank balances) are secured from risk by \$800,000 of federal deposit insurance and \$9,769,429 of pledged securities owned by the custodial bank held in the name of the Clerk of Court.

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the clerk of court that the fiscal agent has failed to pay deposited funds upon demand.

**CLERK OF COURT
TERREBONNE PARISH, LOUISIANA**

Notes to Financial Statements

Note 2 **CASH, CASH EQUIVALENTS, AND INVESTMENTS, Continued**

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the clerk of court or its agent in the clerk of court's name.
2. Uninsured and unregistered, with securities held by the counter party's trust department or agent in the clerk of court's name.
3. Uninsured and unregistered, with securities held by the counterparts, or by its trust department or agent but not in the clerk of court's name.

At fiscal year-end, the investment balances consisted of certificates of deposits, money market accounts and a savings account categorized as category 1 investments at a total carrying amount of \$4,007,538.

Note 3 **RECEIVABLES**

The accounts receivables of at June 30, 2001 are as follows:

Class of Receivables	Salary Fund	Agency Funds - Advanced Cost	Totals
Accounts	\$ 23,778		\$ 23,778
Interest	4,258	\$ 20,221	24,479
Fees in criminal cases	14,211		14,211
Support enforcement	22,037		22,037
Totals	\$ 64,284	\$ 20,221	\$ 84,505

**CLERK OF COURT
TERREBONNE PARISH, LOUISIANA**

Notes to Financial Statements

Note 4 CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	Balance June 30, 2000	Additions	Deletions	Balance June 30, 2001
Office equipment	\$ 373,022	\$ 14,387	\$4,292	\$ 383,117
Furniture & fixtures	286,067	7,833	-	293,900
Automobiles	17,009	-	-	17,009
Leased equipment	173,277	-	-	173,277
TOTALS	\$ 849,375	\$ 22,219	\$ 4,292	\$ 867,303

Note 5 POST-RETIREMENT BENEFITS

The Clerk of Court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the Clerk's employees become eligible for these benefits if they reach normal retirement age or obtain disability retirement while working for the Clerk of Court. There are seven (7) participants currently eligible to receive health care benefits. These benefits for retirees and similar benefits for active employees are provided through the LA Clerk's of Court Insurance Trust Fund whose monthly premiums are paid jointly by the employee and the Clerk of Court. The Clerk of Court's costs of providing retiree health care benefits are recognized as expenditures when the monthly premiums are paid. For the year ending June 30, 2001, the cost of the benefits, entirely paid by the employer totaled \$21,622.

**CLERK OF COURT
TERREBONNE PARISH, LOUISIANA**

Notes to Financial Statements

Note 6 EMPLOYEE RETIREMENT SYSTEM

Substantially all employees of the Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief fund (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees. Contributions of participating clerks are pooled within the System to fund accrued benefits, with contribution rates approved by the Louisiana Legislature.

All regular employees earning a minimum of \$ 500 per month and who are under the age of 60 at the time of original employment are eligible to participate in the system. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life equal to three percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established and amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B, Baton Rouge, Louisiana, 70816, or by calling (225) 293-1162.

Funding Policy. Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Clerk of Court is required to contribute at an actuarially determined rate. The actuarially determined rate was 7.03 percent of annual covered payroll for the year ending June 30, 2000 (latest available). Contributions to the System also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Clerk of Court are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year.

**CLERK OF COURT
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Notes to Financial Statements

Note 6 **EMPLOYEE RETIREMENT SYSTEM, Continued**

Effective July 1, 1999, the Louisiana Senate passed Bill #556 allowing the individual Clerk's of Court to elect to pay both the employee and employer contributions into this retirement system. The Clerk of Court, Terrebonne Parish, Louisiana has elected to do so for the year ending June 30, 2001.

The Clerk of Court's contribution for the years ending June 30, 1999, 2000, and 2001 were \$143,433 (10% of covered payroll), and \$309,262 (18.25% of covered payroll) \$315,923 (18.25% of covered payroll), respectively which were equal to the required contributions for each year.

Note 7 **INTERFUND ASSETS/LIABILITIES**

The balances receivable from/payable to General Fund, Advance Deposit Fund, and Registry of the Court are as follows for the year ending June 30, 2001:

	Receivables	Payables
General Fund	\$ 763,544	
Advance Deposit		\$758,722
Registry of the Court		4,822
Totals	\$ 763,544	\$763,544

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TERREBONNE PARISH, LOUISIANA**

Notes to Financial Statements

Note 8 **RISK MANAGEMENT**

GENERAL LIABILITY INSURANCE

The Clerk of Court is exposed to various risks of loss related to tort, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Clerk of Court purchases commercial insurance policies for any and all claims relating to the above types of risks.

The Clerk's payment of the deductible is the only liability associated with these insurance policies. There has been no significant reduction in insurance coverage in the prior year. The amount of settlements has not exceeded insurance coverage for each of the past three fiscal years.

HEALTH INSURANCE

The Clerk of Court provides health and life insurance to employees through the Louisiana Clerk of Court Association. Under this insurance program, the Clerk pays initial premiums based on the level of the employee's participation and has no further liabilities on any claims.

Note 9 **LITIGATION**

There is no litigation pending against the Clerk of Court's office at June 30, 2001 that is required to be disclosed in accordance with Statement of Financial Accounting Standards No. 5.

SUPPLEMENTAL INFORMATION

CLERK OF COURT
TERREBONNE PARISH, LOUISIANA

Salary Fund - Detail Schedule of Other Revenues and Expenditures

Budget and Actual

For the year ended June 30, 2001

	Budget	Actual	Variance Favorable (Unfavorable)
OTHER REVENUES			
Family Violence Fund	\$ 12,600	\$ 12,325	\$ 275
Election Refunds	10,000	20,737	(10,737)
Clerk's supplemental compensation fund	13,500	13,425	75
Posting of legal notices	360	275	85
Qualifying fees	-	282	(282)
Other	85,080	69,268	15,812
Total other revenues	<u>\$ 121,540</u>	<u>\$ 116,311</u>	<u>\$ 5,229</u>
OTHER EXPENDITURES			
Clerk's supplemental compensation fund	\$ 27,000	\$ 27,000	\$ -
UCC Filing fees	36,000	34,903	1,097
Family Violence Fund	11,685	11,709	(24)
Payroll tax expense	13,200	12,469	731
Election expense	9,755	8,872	883
Storage space rental	4,800	4,800	-
Dues	2,500	1,927	573
Advertising expense	60	87	(27)
Other	-	658	(658)
Total other expenses	<u>\$ 105,000</u>	<u>\$ 102,424</u>	<u>\$ 2,576</u>

AGENCY FUNDS

Agency Funds are used to account for assets held by the Clerk of Court as an agent for individuals, private organizations, other governments, and/or other funds.

Advance Deposit Fund

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:842, is used to account for advance deposits on suits filed by litigants. The advances are refundable to the litigants after all costs have been paid.

Registry of Court Fund

The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, is used to account for funds which have been ordered by the court to be held until judgment has been rendered in court litigation. Withdrawals of the funds can be made only upon order of the court.

Qualifying Fees Fund

The Qualifying Fees Fund is used to account for funds collected by candidates qualifying to run for elections. Disbursements are made to the Secretary of State, Democratic and Republican State Central Committees and Parish Executive Committees and to the Clerk's General Fund for expenses relating to the corresponding election.

CLERK OF COURT
TERREBONNE PARISH, LOUISIANA

Agency Funds
Combining Balance Sheet
June 30, 2001

	Advance Deposit Fund	Registry of the Court Fund	Total
<hr/> ASSETS <hr/>			
Cash and cash equivalents	\$ 487,916	\$ 4,166,476	\$ 4,654,393
Investments	3,608,501	6,844	3,615,345
Accounts receivable	20,221		20,221
	<hr/>	<hr/>	<hr/>
Total assets	<u>\$ 4,116,638</u>	<u>\$ 4,173,320</u>	<u>\$ 8,289,958</u>
<hr/> LIABILITIES <hr/>			
Due to general fund	\$ 758,722	\$ 4,823	\$ 763,544
Due to others	3,357,916	4,168,498	7,526,414
	<hr/>	<hr/>	<hr/>
Total liabilities	<u>\$ 4,116,638</u>	<u>\$ 4,173,320</u>	<u>\$ 8,289,958</u>

CLERK OF COURT
TERREBONNE PARISH, LOUISIANA

Agency Funds
Combining Schedule of Changes in Unsettled Deposits
For the Year ended June 30, 2001

	Advance Deposit	Registry	Qualifying Fees	Totals
Unsettled Deposits at July 1, 2000	\$ 3,388,118	\$ 3,145,246	\$ -	\$ 6,533,364
Additions:				
Deposits				
Suits and Successions	2,647,858			2,647,858
Judgements		2,047,356		2,047,356
Qualifying fees			5,340	5,340
Interest earned on investments	183,205	149,367		332,573
Total additions	<u>2,831,064</u>	<u>2,196,724</u>	<u>5,340</u>	<u>5,033,128</u>
Total beginning and additions	6,219,182	5,341,970	5,340	11,566,491
Reductions:				
Settlements to litigants		1,151,504		1,151,504
Refunds to litigants and attorneys	776,831			776,831
Clerk's costs (transferred to General Fund)	1,225,237	1,650	282	1,227,169
Interest (transferred to General Fund)	183,205			183,205
Sheriff's fees	371,456			371,456
Jury commission fees	45,308			45,308
Judges compensation fund	50,501			50,501
Secretary of State	18,975		2,538	21,513
Law clerk fees	62,720			62,720
Attorney, curator, and notary fees	39,821			39,821
Witness fees	45,187			45,187
Court reporter	26,239			26,239
Law library commission	3,820			3,820
Other reductions	11,966	20,317	2,520	34,803
Total reductions	<u>2,861,266</u>	<u>1,173,472</u>	<u>5,340</u>	<u>4,040,077</u>
Unsettled deposits at June 30, 2000	<u>\$ 3,357,916</u>	<u>\$ 4,168,498</u>	<u>\$ -</u>	<u>\$ 7,526,414</u>

***INTERNAL CONTROL
AND
COMPLIANCE SECTION***



STAGNI & COMPANY, LLC

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF GENERAL-PURPOSE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Honorable I. Robert Boudreaux
Clerk of Court, Terrebonne Parish, Louisiana

We have audited the general-purpose financial statements of the Clerk of Court, Terrebonne Parish, Louisiana, a component unit of the Terrebonne Parish Consolidated Government, as of and for the year ended June 30, 2001 and have issued our report thereon dated October 10, 2001. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Clerk of Court, Terrebonne Parish, Louisiana's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Clerk of Court, Terrebonne Parish, Louisiana's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

207 LAFAYE AVENUE
THIBODAUX, LA 70301
PHONE (985) 447-7226
FAX (985) 446-3032

11 JAMES BLVD., SUITE 210
ST. ROSE, LA 70087
PHONE (504) 468-2258
FAX (504) 464-1473

A PROFESSIONAL SERVICE ORGANIZATION
MEMBERS: AICPA • LPCA
EMAIL: stagni@stagni.com
INTERNET: <http://www.stagni.com>

To the Clerk of Court, Terrebonne Parish, Louisiana
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This report is intended solely for the information and use of management and the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Stagni & Company

Thibodaux, Louisiana
October 10, 2001



**CLERK OF COURT
TERREBONNE PARISH, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2001**

We have audited the financial statements of the Clerk of Court, Terrebonne Parish, Louisiana as of and for the year ended June 30, 2001, and have issued our report thereon dated October 10, 2001. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements resulted in an unqualified opinion.

Section I Summary of Auditor's Reports

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses ☐ Yes ☒ No Reportable Conditions ☐ Yes ☒ No

Compliance

Compliance Material to Financial Statements ☐ Yes ☒ No

b. Federal Awards

N/A

Internal Control

Material Weaknesses ☐ Yes ☐ No Reportable Conditions ☐ Yes ☐ No

Type of Opinion On Compliance Unqualified ☐ Qualified ☐
For Major Programs Disclaimer ☐ Adverse ☐

Are their findings required to be reported in accordance with Circular A-133, Section .510(a)? ☐ Yes ☐ No

c. Identification of Major Programs ***N/A***

CFDA Number (s)

Name of Federal Program (or Cluster)

Dollar threshold used to distinguish between Type A and Type B Programs:
\$ _____

Is the auditee a 'low-risk' auditee, as defined by OMB Circular A-133? ☐ Yes ☐ No

Section II Financial Statement Findings

NONE



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STAGNI & COMPANY, LLC

CLERK OF COURT
TERREBONNE PARISH, LOUISIANA
Summary Schedule of Prior Year Findings
For the Year Ended June 30, 2001

SECTION I - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS	
NONE	
SECTION II - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS	
NONE	
SECTION III - MANAGEMENT LETTER	
NONE	

CLERK OF COURT
TERREBONNE PARISH, LOUISIANA

Management's Corrective Action Plan
For the Year Ended June 30, 2001

SECTION I - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS	
NOT APPLICABLE	
SECTION II - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS	
NOT APPLICABLE	
SECTION III - MANAGEMENT LETTER	
NOT APPLICABLE	